



Director of State Courts Wisconsin Court Interpreter Training and Certification Program 2006 Schedule

The Wisconsin Director of State Courts Office announces its 2006 program schedule for court interpreter training and testing.

2006 ORIENTATION TRAINING & CURRICULUM

Location	Date	Application & Fee Due Date
Appleton	March 31 (Fri) & April 1 (Sat)	March 17
Milwaukee	June 10 (Sat) & June 11 (Sun)	May 26
La Crosse	August 19 (Sat) & August 20 (Sun)	August 4
Madison	October 28 (Sat) & October 29 (Sun)	October 13

This program covers the fundamentals of court interpreting. It is designed to give participants an overview of the needs and expectations of the court, with emphasis on ethical conduct, legal terminology, court procedure, and basic legal interpreting skills. It includes small group practice exercises to develop interpreter skills. It is appropriate for both foreign language and eligible sign language interpreters. Beginning April 1, 2006 sign language interpreters who wish to attend orientation must hold at least a Certificate of Interpretation (CI) and a Certificate of Translation (CT) from the Registry of Interpreters for the Deaf (RID).

Attending the orientation is the first requirement towards certification. Certification is conferred only after a candidate passes the written test, passes the oral certification exam, and meets the character and fitness requirements established by the Director of State Courts office, which includes completion of a criminal background check. A sample agenda and application form are enclosed. You must be at least 18 years to attend orientation trainings.

FEE

The registration fee for attending our two-day training is **\$160** per person. This fee includes a training manual, lunch and refreshments for both days. Participants are responsible for arranging their own lodging and transportation. Please send the **orientation application form** with a **\$160** check payable to **Wisconsin Supreme Court** to the address below. You will receive a confirmation and logistical information in the mail approximately one week before the training. Orientation materials will be distributed at the training upon registration.

Complete fee refunds are allowed as long as you notify our office in writing at least **2 weeks** prior to the training date. All other exceptions will be determined on an individual basis.

COURT INTERPRETER ROSTER

The Director of State Courts maintains a roster of trained interpreters available to work in the courts. This roster is used by state and municipal courts, attorneys, law enforcement agencies, private attorneys, and others who need interpreters with legal training. To be listed on the roster you must: 1) Attend and complete the two-day orientation; 2) Take the written English portion and score at a minimum level; 3) Sign an oath form to be filed with the office of the Director of State Courts; 4) Meet the character and fitness requirements set by the Director of State Courts; and 5) Keep a current address on file with the Director of State Courts. If you are an interpreter of American Sign Language (ASL), in order to appear on the roster, you must possess Registry of Interpreters for the Deaf (RID) or National Association of the Deaf (NAD) certification, in addition to the requirements listed above. (You may contact our office for more details regarding this issue).

WRITTEN TEST

Generally, the written test is offered approximately 4 weeks after the training. It is in English and consists of a two-part multiple choice test with a written translation exercise. The multiple choice portion is comprised of a 135 questions covering General Language Proficiency (Part I) and Court related Terms and Usage and Ethics/Professional Conduct (Part II). **You must attend orientation training before signing up for the written test.** The written test will be offered in 2006 at the following locations:

LOCATION	DATE & TIME
Appleton	Saturday, April 29 (8:30 am-1:00 pm)
Milwaukee	Saturday, July 8 (8:30 am-1:00 pm)
La Crosse	Saturday, Sept. 30 (8:30 am-1:00 pm)
Madison	Friday, Dec. 8 (8:30 am-1:00 pm)

Please mail the **written test application** form and a \$25 check payable to **Wisconsin Supreme Court** to the address listed below.

ORAL CERTIFICATION TEST

The oral certification test was developed by the National Center for State Courts and is the most important criterion for becoming a certified court interpreter. **In order to be eligible to take this test, you must have attended the orientation program, scored at least 70% on parts 1, 2, 3 and passed part 4 translation portion of the written test.** This oral exam consists of three sections: Sight Translation, Consecutive, and Simultaneous. The complete exam takes one hour and is not offered in all languages. Please view the NCSC (National Center for State Courts) website for the list of test languages at:

http://www.ncsconline.org/wc/publications/Res_Ctlnte_ConsortCertTestsPub.pdf. You may sign up for the oral test either by calling or emailing us. The fee for taking the complete oral exam is **\$225 or \$75 per section.**

Slots are held on a first come first serve basis provided the testing fee is received two weeks prior to the test date. All three sections of the oral test will be offered on the following dates:

Location	Date & Time
Madison	May 10 (Weds) - May 11 (Thurs) (8:30 am-4:30 pm)
Madison	September 13 (Weds) - September 14 (Thurs) (8:30 am - 4:30 pm)

ADVANCED LANGUAGE TRAINING FOR SPANISH AND HMONG

In 2006, we will offer an advanced language training for Spanish and Hmong speakers. Advanced training is intensive instruction designed to assist interpreters in self-assessment and skill building or to serve as continuing education for interpreters who are already certified.

Location	Eligibility	Fee	Date
Madison	Spanish provisional level interpreters	\$150	TBA
TBA	Hmong all levels	\$100	TBA

We will mail all eligible interpreters the information and an application as the dates approach.

INFORMATION ON THE WEB

Detailed information on the Wisconsin Court Interpreter Program testing and training can be found on the court's website, <http://wicourts.gov/services/interpreter/index.htm>. This website includes the code of ethics for interpreters working in the Wisconsin courts, links to training materials, and the court interpreter handbook. The orientation training application and written test form are also available in a fill-able Word format on our website.

CONTACT INFORMATION:

Carmel Capati: Tel. 608-266-8635; e-mail: carmel.capati@wicourts.gov; Wisconsin Court Interpreter Program Office of Court Operations, 110 East Main Street, Suite 410, Madison, WI 53703, Fax: 608-267-0911.

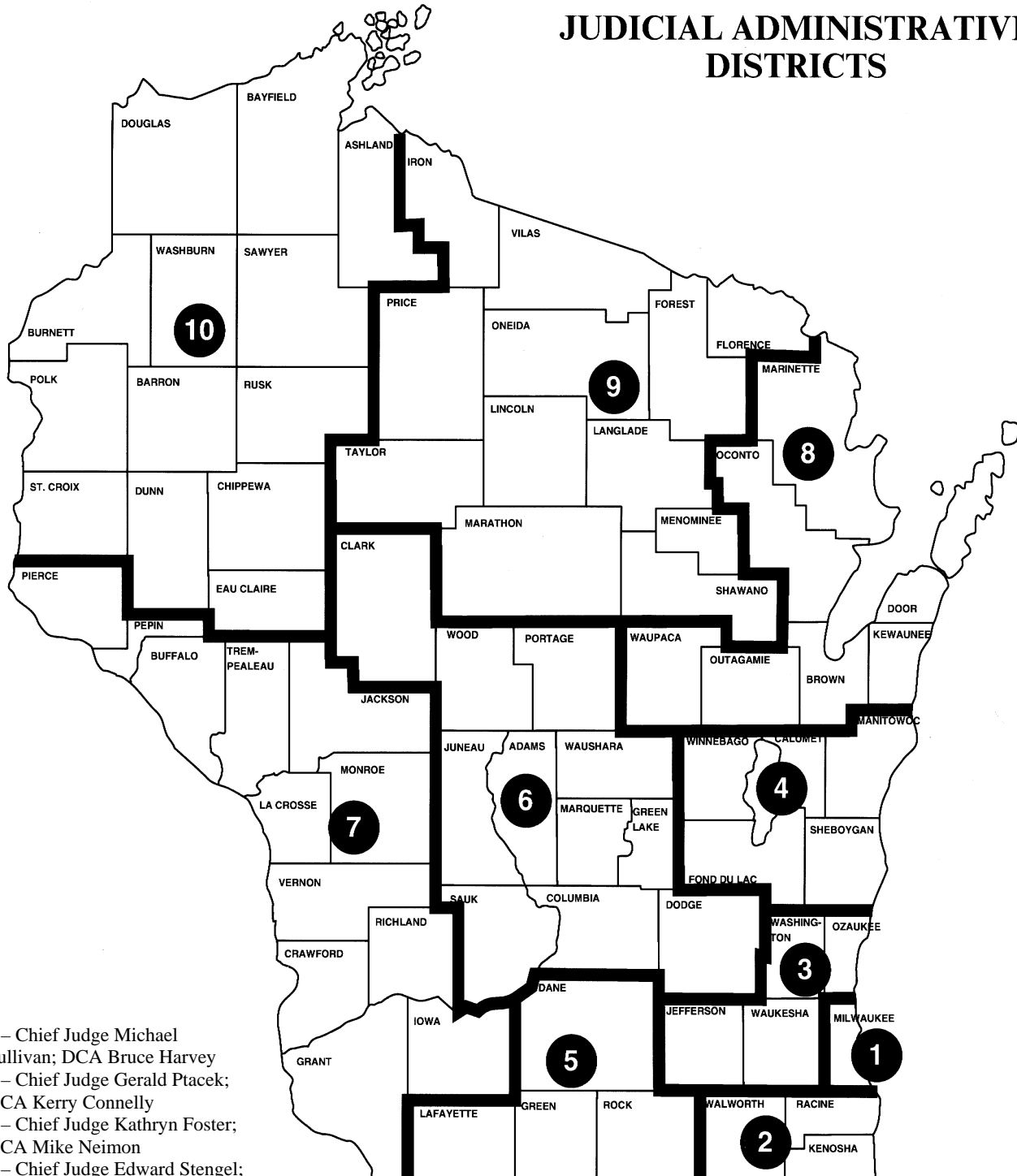


Wisconsin Court Interpreter Orientation Training

Sample 2006 Agenda

Day One	Day Two
8:30 Registration	8:30 Registration
9:00 Welcome Program learning goals Overview of the court system	9:00 Criminal terminology & procedure
9:45 Interpreter's role in the courtroom Code of ethics for court interpreters	10:30 <i>Break</i>
12:00 <i>Lunch</i>	10:45 Small group skills practice Simultaneous interpreting
12:45 Small group discussions Ethics and good practices	12:00 <i>Lunch</i>
2:15 <i>Break</i>	12:45 Small group skills practice Consecutive interpreting
2:30 Skills needed for court interpreting Modes of interpretation Consecutive interpretation Simultaneous interpretation Sight translation Demonstration of interpreting modes Resources for further study	2:00 <i>Break</i>
3:30 Small group skills practice Sight translation	2:15 Juvenile, family, CHIPS terminology
4:45 Adjourn for the day	3:45 Court interpreter roster requirements Certification process Business practices for interpreters Model voir dire of interpreter qualifications
	4:45 Adjourn
	01/2006

JUDICIAL ADMINISTRATIVE DISTRICTS



- 1 – Chief Judge Michael Sullivan; DCA Bruce Harvey
- 2 – Chief Judge Gerald Ptacek; DCA Kerry Connelly
- 3 – Chief Judge Kathryn Foster; DCA Mike Neimon
- 4 – Chief Judge Edward Stengel; DCA Jerry Lang
- 5 – Chief Judge Michael Nowakowski; DCA Gail Richardson
- 6 – Chief Judge James Evenson
- 7 – Chief Judge Michael Rosborough; DCA Pat Brummond
- 8 – Chief Judge Joseph Troy; DCA Kathleen Murphy
- 9 – Chief Judge Dorothy Bain; DCA Scott Johnson
- 10 – Chief Judge Edward Brunner; DCA Gregg Moore

Application for the Wisconsin Court Interpreter Orientation

*This application is also available as a fill-able Word document at our website
<http://www.wicourts.gov/services/interpreter/training.htm>*

I. Personal Information (All information on the form must be complete.)

☐ Mr. ☐ Ms. First Name: _____ Last Name: _____

Address: _____
Street City, State Zip Code

Home Phone: _____ Work Phone: _____
(include area code) (include area code)

Cellular Phone: _____ Email: _____
(include area code)

Agency (if applicable): _____

Language(s) you interpret in: _____

Date of Birth (this information is required): _____
Month Day Year

Judicial Districts in which you are willing to work (see map last page): _____

II. Training Location and Date

Which training location would you like to attend? ☐ I request a vegetarian meal

☐ Appleton, March 31-April 1 (Fri-Sat) ☐ Milwaukee, June 10-11 (Sat-Sun)

☐ La Crosse, August 19-20 (Sat-Sun) ☐ Madison, October 28-29 (Sat-Sun)

III. Interpretation Experience

In order to tailor our orientation program to serve your specific needs, please provide us with the following assessment information. Please check all that apply.

1. How often do you interpret? ☐ Never or rarely ☐ Occasionally ☐ At least once a month
☐ At least once a week ☐ Almost every day or daily
2. In what kind of setting? ☐ Court/Law Office ☐ Police Station ☐ Hospital/Clinic
☐ School ☐ Business ☐ Social Services
☐ Conference ☐ Other
3. What type of interpretation? ☐ Simultaneous ☐ Consecutive ☐ Sight Translation
4. For whom? ☐ Individual ☐ Group

IV. Education

1. Please list name(s) of school(s) you have attended starting with high school:

Name of School	Location	Beginning & End Date	Area of Study/Degree
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2. Please list other relevant trainings/certificates/licenses:

V. General Questions

1. Why are you interested in attending the court interpreter orientation program?

2. Why are you interested in working as a court interpreter?

3. Do you anticipate working for the Wisconsin courts on a regular basis?

Please return form with payment to: Wisconsin Court Interpreter Program, Office of Court Operations,
110 East Main Street, Suite 410, Madison, WI 53703
Fax: 608-267-0911; Telephone: 608-266-8635
Email: carmel.capati@wicourts.gov

*The Wisconsin Court System will provide reasonable accommodations
to qualified applicants with disabilities who request them.*